

Shareholder Request for Proxy Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Secretary/Relevant Title],

I am writing to request the proxy materials for the upcoming annual meeting of shareholders for [Company Name] to be held on [Insert Date of Meeting]. As a shareholder, I would like to ensure my participation in the voting process.

Please send the proxy materials to the address listed above. If possible, I would also appreciate receiving them electronically at my email address.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Shareholder ID or Account Number, if applicable]